



# WORK STUDY PROGRAM – POSITION DESCRIPTION FORM

## Personnel Department: Contingent Workforce Programs

JOB # 6-2010

Department	<u>Legislative</u>	Number of Positions	<u>1</u>	Wage	<u>\$16.10</u>
Job Title	<u>Research Aide</u>	Location	<u>City Hall, 600 4<sup>th</sup> Ave, Floor 3</u>		
Start Date	<u>ASAP</u>	End Date	<u>Open</u>	Work Scheduled Between	<u>8:00</u> AM <u>5:00</u> PM
Minimum	<u>8</u> Hours/Week	and Maximum	<u>19</u> Hours/Week	Summer Schedule	<u>18-20</u> Hours/Week

### SUMMARY OF WORK TO BE PERFORMED:

Assist in several aspects of the Clerk's office, A) working with the Public Records Officer copying, refiling and scanning of Public Records Requests, B) work with the Information Services Unit, performing data entry, filing, scanning, copying and research in our databases, prep documents for long term preservation.

### DUTIES STATEMENT:

% of time 65	1)	Assist the Public Records Office with administrative tasks such as copying, refiling, and scanning of documents
12.5	2)	Document preparation for imaging
12.5	3)	Data entry into a variety of databases
5	4)	Research data in Legislative databases
5	5)	Other tasks as assigned

### EDUCATIONAL BENEFITS TO BE DERIVED BY WORK STUDY EMPLOYEE:

Understanding municipal legislative process and records. Ability to enhance organizational and communication skills. Experience in using various databases.

### MINIMUM QUALIFICATIONS:

Familiarity with personal computers. Experience with historical or related types of research. Ability to lift 35 pound boxes. Attention to detail. Work study eligibility (proof required).

### DESIRED QUALIFICATIONS:

Major in history, journalism, social science, or related field. Familiarity with database management and word processing software. Interest in continuing work into summer if work study funding is available.

### DESCRIBE ANY TRAINING REQUIRED AFTER EMPLOYEE IS HIRED:

Training in use of legislative databases, document preparation for imaging, and basic document conservation activities.

### EXPLAIN THE TYPE OF SUPERVISION/GUIDANCE GIVEN THIS EMPLOYEE:

General supervision of project tasks, and training and supervision in software applications. Direct quality control checking of detail work.

### APPLICATION INSTRUCTIONS:

Send the following:

1. A cover letter and resume that speaks to how you meet the qualifications and why you are interested in the position (in your resume please include your expected date of graduation).
2. Your school's referral/authorization form (it should have your work study award amount as well as your work eligibility dates) and must not be older than 30 days.

Send it to: Andrea Lowe at [cwp@seattle.gov](mailto:cwp@seattle.gov) or fax to 206-684-5809. \*\*Include the position title, job # (6-2010), and your e-mail address.

**Please do not apply until you have a 2009-10 work study referral/authorization form from your college/university. Positions are open until filled so apply as soon as you receive your 09-10 academic year work study form. We only hire students with WA State work study funding.**